

**Observation Checklist**

School Name:			
Principal's Name:		Test Coordinator's Name:	
Administrator's Name:		Proctors Names:	
Observer's Name:		Test:	
Date of Observation:		Grade/Subject:	

Meeting with Principal and Test Coordinator

No.	Item	Yes	No	Comments
1	The test tickets/booklets, answer documents, and other secure materials are stored in a secured, locked limited access location.			
2	There is an organized plan for distributing and returning assessment materials on each day of testing.			
3	The Building Assessment Coordinator has a signed <i>OEAA Assessment Security Compliance Form</i> for everyone that is in contact with the test.			
4	Staff has been trained in test administration practices and have read the TAM and test directions. (WIDA)- have completed online training			
5	Staff has been trained in assessment security by participating in the MV Assessment Security Training Modules or Refresher Course.			
6	Assessment schedule has been created and falls within the specified range of dates for the Spring 2020 Testing Schedule for Summative Assessments.			
7	There is a plan in place in how to handle any identified incidents following building/district/OEAA policies.			
8	There is a plan in place on how to verify that students are receiving the correct supports and accommodations before/during/after the assessment.			



OBSERVATION CHECKLIST

Test Administration Observation

No.	Item			Comments
		Yes	No	
9	The testing environment is secured and is arranged appropriately.			
	a. All instructional materials are covered or removed.			
	b. Desks/tables are arranged so that students are unable to see another students' computer screen or test documents.			
	c. Electronic devices were collected or otherwise stored away and not available for student use.			
10	Test tickets/booklets, answer documents, and scratch paper were distributed, by the test Administrator or Proctor, to students on an individual student basis.			
11	The testing environment is free from disturbances or disruptions. (no intercom announcements or fire drills).			
12	The administrator/proctor-to-student ratio is sufficient to support a secure testing environment.			Proctor:Student ratio _____:_____
13	The Test Administrator read the directions for administering the test exactly as given in the test administration directions.			
14	The Test Administrator/Proctor answered only questions related to the directions.			
15	Test Administrators and proctors were actively monitoring the room and ensuring the students were working independently.			
16	Desks/tables are clear of all materials except what is allowed in the Test Administration Manual.			
17	Students did not use cell phones, cameras, or any personal electronic devices.			
18	Students worked independently of each other.			
19	All students remained quiet as everyone completed.			
20	Students' materials were turned in to the Test Administrator/Proctor and the test was paused when a break was needed during online testing.			
21	Test tickets/booklets, answer documents, and scratch paper were turned in or collected directly to/by the Test Administrator/Proctor.			
22	Once the test was completed, the test tickets/ booklets, answer documents, and scratch paper were delivered to the Building Assessment Coordinator immediately.			
23	Test tickets/booklets, answer documents, and scratch paper were returned to the locked storage area immediately after testing or destroyed.			
24	Test tickets/booklets, answer documents, and scratch paper were never left unattended.			

Please record additional comments on the next page.



OBSERVATION CHECKLIST

1. Please indicate what, if any, feedback you provided to the school and to whom.

2. Other comments, including best practices ideas you observed:

Signature

Date